

FIGURE 1-3

STANDARD DETAILER FIELD TRIP REPORT FORMAT

MEMORANDUM FOR ASSISTANT CHIEF OF NAVAL PERSONNEL FOR DISTRIBUTION (PERS-4)

Via: (1) PERS-4\_\_ (applicable division director)  
(2) PERS-45  
(3) PERS-4B

Subj: OFFICER FIELD TRIP REPORT

Encl: (1) List of Commands Visited  
(2) Personnel Contact Statistics

1. During the period of \_\_\_\_ through \_\_\_\_, (rank/name or group name) of \_\_\_\_ division visited ships/submarines/submarine squadrons/shore commands in the \_\_\_\_ area. The list of commands visited is provided in enclosure (1). Personnel contact data are included in enclosure (2).

2. Major items discussed/briefed:

3. Problems surfaced by constituents and recommended solutions.

4. Problem areas requiring investigation/assistance from other NPC/OPNAV divisions.

5. Calls made to Flags and Commanders.

6. Summary/general comments:

/s/ Senior Trip Member